

MINIMUM PLAN SUBMITTAL REQUIREMENTS FOR RESIDENTIAL PERMIT APPLICATION

New, Addition & Remodel/Alteration for 1 & 2 Family Structures



	New Construction	Addition	Remodel/Alteration	Garage Conversion	Demolition
Site Plan	X	X	X	X	X
Floor Plan	X	X	X	X	
Exterior Elevations	X	X	X	X	
Door & Window Schedule	X	X	X	X	
Wall/Wind Bracing Method	X	X	X		
Energy Compliance	X	X	X	X	
Before & After Floor Plan		X	X	X	
Engineered Foundation	X	X			
Water Utilities Application	X				
Park/Roadway Impact Fee	X				
SWPPP	X	X			X

Two full sets of plans drawn to a verifiable Engineer or Architect's Scale are required for all submittals

(Clearly legible without the use of magnification)

Site Plan = Plot Plan showing property lines, easements, footprint of structure(s), driveways and paving, drainage type, landscaping, utility equipment, overhead power lines and North arrow.

Floor Plan = Detailed drawings showing all rooms with specific uses labeled; all doors, windows, walls and stairs (as applicable) – framing details to include material type, sizes, spacing and attachment method(s) for walls and roof assembly. Location of all smoke detectors and carbon monoxide alarms. *If multi-story, floor/ceiling assembly details are required.

Exterior Elevations = Elevation views detailing wall/roof coverings, doors/windows, roof pitch and overall height.

Door & Window Schedule = Types of windows/doors complete with rough opening sizes (Single-Hung, Slider, Fixed, Operable, doors with glazing, etc.), U-Factors and SHGC Values.

Wall/Wind Bracing Method = Show location and spacing of all "Braced Wall Lines" and the type/location of all "Braced Wall Panels".

Energy Compliance = For Performance Approach a REScheck, IC3 or Energy Star Report must be provided. For Prescriptive Approach, indicate all related Energy factors on the floor plan.

Before & After Floor Plan = An existing layout and proposed layout clearly distinguishing the proposed construction.

Engineered Foundation = Foundation plans and accompanying letter prepared, signed and sealed by a Registered Professional Engineer licensed in The State of Texas. Plans and letter must contain the specific job address and legal description of the property.

SWPPP = Completed template/plan as applicable dependent upon lot size/land disturbed.

Note to Applicant:

- Each sheet of the submittal package must possess the address and legal description of the property.
- All Impact Fees must be paid before the permit will be released/issued for construction.
- DO NOT include interior elevations, aesthetic details or generic foundation/framing information that is not specific to the indicated scope of work.
- The above list are minimum submittal requirements; additional information may be required upon further review.

Currently Adopted Codes: 2015 Edition of International Codes / 2017 Edition of The National Electrical Code